

filed *RTM* *for scheduling*

31 March 1960

Mr. Everett C. Alldredge
Assistant Archivist of the United States
National Archives and Records Service
General Services Administration
Washington 25, D. C.

Dear Mr. Alldredge:

Thank you for the opportunity to review the draft of General Records Schedule 18, Security and Protective Records.

The coverage and retention periods of the schedule in general will meet the needs of the Central Intelligence Agency. However, from our experience, changes in the retention periods for the following items would seem worthy of consideration:

Item 5. We have established a one year retention period for logs and registers on the receipt and disposition of classified documents. We based this retention period on the fact that, because of our high volume of classified material, controls over classified documents constitute mail control records, listed as Item 6a in General Records Schedule 12.

Item 19. Our retention period for documents on after-hours security checks (except those of the guard force) is one month. This period is quite adequate inasmuch as each daily check sheet supersedes the prior one and security violations are picked up in special investigative reports (Item 25 of proposed General Records Schedule 18).

Please let me know if I can assist you further on this schedule.

Sincerely yours,

fgt
RECORDS MANAGEMENT OFFICER

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700230011-6

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3/30/60
skm (30 March 1960)

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